

App. F. IX-4

Previous References

Letter References.

1935-36
(CS) ✓

CB File No. 134-35
Serial Nos. 2

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. /

Part B for June, 36

SUBJECT.

Amendment of Council Rules
and procedure

WD 03607—GPB—22,500—2-8-35

Q M No 3131-5/CS Dated 27-6-36

CM 1891

General and Revenue
Secretariat.

[App. F. III-2

File No. 134 of 1935.

2

Ons no 3135- 5 of 27.6.36
the secretaries to Govt.
issue further instructions
in the matter of disposal of
cases by the secretaries to Govt.

B.

C 13 1891

No. 3131-57/CS/34-35-L
9 27-6-36

ISSUED.

Official Memorandum

DEWAN'S OFFICE
18 JUNE 1936
No. 7803

F.H.

1) It is observed that several cases which are within the powers of disposal of the Secretaries to Government are being submitted to the ^{Dewan and the Council} Members of Government.

2) The attention of the Secretaries to Government is invited to Section IV of the Manual of Council Rules and Procedure. Secretaries should, on their own responsibility, dispose of cases when they are covered by rule or precedent, do not involve the overruling of the ^{any} Head of ^a ~~any~~ Department and raise no points of delicacy or exceptional importance.

The list given in that Section is illustrative and not exhaustive. ^{They may accord sanctions} ~~Particular reference is~~

3) The attention of Secretaries is also invited to items 71 and 72 of the list.

The Secretaries are responsible for conducting all preliminary correspondence, ^{and} to getting ^{when necessary} supplemental information ^{and} consulting all departments requiring ^{ed} to be consulted before submission of ^a ~~cases~~ to the Member. Submission at intermediate stages should be restricted to important cases in which the Member has to be kept informed of the progress of the case. They are also responsible for the issue of orders in all cases minuted upon by ^{Dewan and} the ~~Members of Government~~. Drafts need be submitted to the ^{Mem} ~~Members~~ only when specially ordered to do so or in important cases or in cases that are likely to elicit public criticism.

OFFICE OF THE
SECOND MEMBER OF COUNCIL
18 JUNE 1936
No. 9844

Sub for Consideration
(2 documents)
(Dewan)

17-6-36

18/6/36

18/6

18-6-36
18-6-36
24-6-36

By Order,

Chief Secretary.

To The Secretaries to Government.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE
GENERAL AND REVENUE SECRETARIAT

No. 3131-5/C. B. 134-35-2 Bangalore, Dated, 27th June 1936.

Official Memorandum.

It is observed that several cases which are within the powers of disposal of the Secretaries to Government are being submitted to the Dewan and the Members of Council.

2. The attention of the Secretaries to Government is invited to Section IV of the Manual of Council Rules and Procedure. Secretaries should, on their own responsibility, dispose of cases when they are covered by rule or precedent, do not involve the overruling of any Head of a Department and raise no points of delicacy or exceptional importance. The list given in that Section is illustrative and not exhaustive. They may accord sanctions in all minor routine matters.

3. The attention of Secretaries is also invited to items 71 and 72 of the list. The Secretaries are responsible for conducting all preliminary correspondence, and getting supplemental information when necessary and consulting all departments required to be consulted before the submission of a case to the Member. Submission at intermediate stages should be restricted to important cases in which the Member has to be kept informed of the progress of the case. They are also responsible for the issue of orders in all cases minuted upon by the Dewan and Members. Drafts need be submitted to them only when specially ordered to do so or in important cases, or in cases that are likely to elicit public criticism.

By Order,
A. V. RAMANATHAN,
Chief Secretary to Government.

To--The Secretaries to Government.

C.B. 61

Official Memorandum.

OFFICE OF THE
SECOND MEMBER OF COUNCIL.

8 JULY 1936

No. 199

372
12/17

Some cases are now being submitted by the Under and Assistant Secretaries direct to the Member of Council or Dewan, as being of a routine nature and on the ground that no point exists for discussion or for being noted upon by the Secretaries to Government to facilitate decision.

F.P.M.

In Official Memorandum No. 3131-5/C.B. 134-35-2 dated 27th June 1936 clear instructions have been issued authorising the disposal by the Secretaries to Government, on their own responsibility, ~~matters~~ of minor routine matters and cases covered by rules or precedent etc. Under and Assistant Secretaries should therefore submit all routine cases to the Secretaries and not direct to the Member of Council or the Dewan. *Only papers for personal may be sent direct*

Subd for consideration with refer to personal instructions.

2nd member (1st member).

Am
8-7-36

I am not getting any such cases now direct from U.S. & A.S. If this memo has to issue, papers for personal only & not for cases may be excepted

By Order,

Am
8-7-36

Chief Secretary to Government.

The Secretaries to Government.

" Under and Assistant Secretaries to Government.

Am
11/7/36
Am
11/7

Need not issue

SP2 14/7

Am
10/7

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE
GENERAL AND REVENUE SECRETARIAT

No. 3131-5/C. B. 134-35-2 Bangalore, Dated, 27th June 1936.

Official Memorandum.

It is observed that several cases which are within the powers of disposal of the Secretaries to Government are being submitted to the Dewan and the Members of Council.

2. The attention of the Secretaries to Government is invited to Section IV of the Manual of Council Rules and Procedure. Secretaries should, on their own responsibility, dispose of cases when they are covered by rule or precedent, do not involve the overruling of any Head of a Department and raise no points of delicacy or exceptional importance. The list given in that Section is illustrative and not exhaustive. They may accord sanctions in all minor routine matters.

3. The attention of Secretaries is also invited to items 71 and 72 of the list. The Secretaries are responsible for conducting all preliminary correspondence, and getting supplemental information when necessary and consulting all departments required to be consulted before the submission of a case to the Member. Submission at intermediate stages should be restricted to important cases in which the Member has to be kept informed of the progress of the case. They are also responsible for the issue of orders in all cases minuted upon by the Dewan and Members. Drafts need be submitted to them only when specially ordered to do so or in important cases, or in cases that are likely to elicit public criticism.

By Order,
A. V. RAMANATHAN,
Chief Secretary to Government.

To--The Secretaries to Government.